

Request for Grant Award

- RFGA:** Family and Consumer Sciences Education Program Improvement Grant Award
- ID CODE:** 60.420FCS/09
- ELIGIBLE ENTITIES:** Missouri public school districts currently operating a Department-approved family and/or career-focused Family and Consumer Sciences Education program for grades 9-12 as defined in Section 2 of the *Implementation Handbook for Family and Consumer Sciences, 2003*.
- GOAL:** To encourage the improvement of programs through various means including, but not limited to, the professional development of Family and Consumer Sciences Education teachers.
- APPLICATION GUIDELINES:** The Family and Consumer Sciences Education Grant Award provides funding to support program improvement which includes giving teachers access to high-quality professional development. Funds will be made available either within an individual school building or an entire district. School districts with more than one building may submit only one request, and it may be for an individual building or buildings. Funds may be used for more than one Family and Consumer Sciences Education teacher.
- Grants may be submitted addressing a need(s) in one or more of the following grant emphasis areas:
1. Meeting/implementing the components of a Department-approved career education Family and Consumer Sciences program as delineated in the *Implementation Handbook for Family and Consumer Sciences, 2003*.
http://dese.mo.gov/divcareered/facs_curriculum.htm#Implementation_Handbook_for_FCS
 2. Creating and/or implementing a Program of Study.
 3. Participating in professional development focused on creating a Program of Study as required for program approval.
 4. Implementing critical science and practical problem solving into the Family and Consumer Sciences Education core content program areas as defined in Section 2 of the *Implementation Handbook for Family and Consumer Sciences, 2003*.
 5. Participating in Family and Consumer Sciences Education professional development focusing on curriculum, instructional practices, and assessments.
 6. Participating in seminars, workshops, conferences, and continuing education supporting career and technical education requirements for Family and Consumer Sciences Education professionals for MSIP, CSIP, and Perkins.

7. Enhancing professional practice in Family and Consumer Sciences Education, FCCLA, or related content areas of career and technical education. Requested funds must be used for, and in support of, the teacher's personal professional development plan.
8. Increasing knowledge about Family Economics and Financial Literacy, such as attending the Montana State University Personal Finance Education course.
9. Seeking certifications in Family and Consumer Sciences content, such as Pro Start or the Child Development Associate (CDA) certification. Pro Start certification requires a commitment of three (3) years and assurance of support for the program by the district.
10. Increasing knowledge about FCCLA programs and enhancing leadership skills by attending events, conferences, workshops, and/or seminars, such as State and National Leadership meetings and the Missouri Legislative Job Shadowing Project.

Allowable Expenditures: Grant funds may be expended for the costs associated with program improvement, in-service and professional development activities only for certificated Career Family and Consumer Sciences teachers in both family- and career-focused programs.

- Reimbursement of travel and attendance costs will adhere to local district policies.
- Allowable expenditures include meals, lodging, travel, and meeting registration fees.
- Purchasing professional development resources for Family and Consumer Sciences Education, such as curriculum guides and professional development books.
- Purchasing program development materials related to an approved Program of Study.
- Purchasing professional development resources from the FCCLA Publications Catalog (including the FCCLA starter kit, program manuals, and other resources).

Non-allowable Expenditures:

- College tuition
- Costs associated with certification exam
- Professional organization dues
- Equipment
- Training and workshops related to the use of equipment
- Items from the FCCLA emblematic supplier (membership pins, logo items, etc.)
- Student expenses (this includes student materials such as workbooks, etc.)

REQUIREMENTS: To be reviewed, the Request for Grant Award (RFGA) must contain the following in the sequence listed. Incomplete RFGAs will be considered non-responsive and will not be reviewed.

Required Information:

1. Completed cover sheet. The form on the website can be typed on and mailed.
2. Completed Form A-Program Improvement Activities outlining the teacher's goal(s) to be addressed and the specific activities for which funds will be used; the Approved Program standard, CSIP and MSIP Standards addressed by each activity; explanation of impact or influence the annual program evaluation had on the program improvement plan; the beginning and completion dates of each activity; the implementation and/or follow-up strategies and dates for each activity; and the estimated cost of each activity.

3. An **ITEMIZED BUDGET** with the title of the program improvement activities on an “Application for Authorization of Career Education Expenditures,” form (FV-4), signed by the chief administrator of the district. Items \$25 or less are not allowable grant expenditures. Please submit two (2) copies of the FV-4 form. FV-4 and FV-2 forms are available through the Division’s website at http://dese.mo.gov/divcareered/FCS_forms.htm.
4. An **ASSURANCES** page listing necessary assurances within this request and signed by the chief administrator of the school district (blank form included with this RFGA).

AMOUNT: A maximum grant award will not exceed the amount of \$3,000. The Department will reimburse the district 75% of the amount spent. Local education agencies must match the requested grant funds expenditures with at least 25%. For example, if the grant request is approved in the amount of \$3,000 and the district spends \$3,000 the reimbursement to the district will be \$2,250. This does not restrict the district from providing additional program improvement funding for the teacher. Funds awarded in this grant will be used to supplement and not supplant local funds for Family and Consumer Sciences Education programs, services, and activities.

DUE DATE: Requests must be received **no later than 4:00 p.m. on April 28, 2008**. Failure by the district to meet this deadline may result in the request not being considered for funding.

DELIVERABLES: Grant recipients must forward the following to the Department on or before the date indicated:

May 15, 2009:

1. A final evaluation report submitted on Final Report Form B.
2. A final reimbursement claim on a “Reimbursement Request for Approved Career Education Expenditures” form (FV-2).

GRANT PERIOD: **July 1, 2008 through June 30, 2009**

PERTINENT PROJECT DATES: **April 28, 2008** Due date for submitting RFGA.

May 15, 2009 Reimbursement claims (FV-2 form) and Final Evaluation Report.

DELIVER: **One (1)** Request for Grant Awards with **two (2)** signed copies of the FV-4 to:

Cynthia K. Arendt, Ph.D., Director
Family and Consumer Sciences Education
Division of Career Education
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480
Telephone (573) 751-2644

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Career Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

**Assurances for the Application for
Family and Consumer Sciences Education Grant Award Program**

_____-_____
County/District Code School District Name

Project Director _____

Address _____ City _____ State _____ Zip _____

Telephone Number (____) _____ Fax Number (____) _____

E-mail Address _____

The applicant assures that if funds are made available through the Family and Consumer Sciences Education Grant Award Program it will:

1. Provide fiscal control, property management control, and fund accounting procedures;
2. Expend funds from local sources in an amount equal to or greater than twenty-five percent (25%) of the approved grant amount as described in the approved grant request;
3. Comply with all reporting requirements of the Department relating to this grant award program;
4. Make information available to students regarding teaching Family and Consumer Sciences Education as a profession;
5. Operate a program in compliance with the guidelines defined in Section 2 of the **Implementation Handbook for Family and Consumer Sciences, 2003**; and
6. Forward to the Department all deliverables relating to this grant award program prior to or simultaneously with a final request for full reimbursement of awarded grant funds.

Reimbursement claims supported by check numbers may be submitted more than once and as soon as all related costs to an activity are paid.

The applicant requests that the following amount of state grant funds be made available from the Department to implement the activities described in the attached grant request:

\$ _____

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant request.

Date

Signature of Chief Administrator

Family and Consumer Sciences Grant Award Program For FY 09
Cover Sheet

District Name: _____ County/District Code: ____ - ____
FCS Contact Teacher's Name: _____
School Address: _____ City: _____ Zip Code: _____
School Telephone: _____ School Fax: _____
E-mail: _____

Affiliated FCCLA chapter in the 2007 – 2008 school year: ☐ Yes Number of Members: _____
☐ No Date of Last Affiliation: _____

Please provide name(s) and type of certification of participating FCS teacher(s):

Name	Career Certification		If not, provide certification
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If additional space is needed, please use the back of this form.

There is an active Career Education Advisory Committee specifically for Family and Consumer Sciences Education. Provide date of last Advisory Committee meeting: _____

Indicate below the number of FCS Advisory Board members in each category:

Category of Representation	Number
Parent	
Business, Industry, and Labor	
FCCLA student(s)	
Special populations	
Ethnic groups	
Males	
Females	
School Administrator	
Counselor	
Public Official	
School Board Member	

Please print out and attach a copy of the most recent core data screen for **EACH** FCS teacher in the district.

Check all core courses taught during the 2007-2008 school year:

Comprehensive FCS

- ☐ Discovering Family and Consumer Sciences
(below 9th grade)
☐ Career & Family Leadership (9th grade & above)
☐ Career Development and Entrepreneurship

Family and Human Development

- ☐ Family Living & Parenthood
☐ Child Development, Care, and Guidance
☐ Child Development, Care, and Guidance
(Advanced)

Nutrition and Wellness

- ☐ Nutrition and Wellness
☐ Food Science
☐ Family/Individual Health

Family and Consumer Resource Management

- ☐ Personal Finance
☐ Family/Consumer Resource Management
☐ Housing Environments & Design

Is there a written Program Evaluation ☐ Yes ☐ No Date of last Program Evaluation: _____

☐ Please list FCS teacher(s) participating in career education professional development activities. Provide also the date of last summer conference, regional workshop, and/or FCCLA State Conference attended:

FORM A-PROGRAM IMPROVEMENT ACTIVITIES (Make copies as needed for each Program Improvement Goal addressed)**Program Improvement Goal to be Addressed:**

Describe below each activity, , including data sources used, how the need for each program improvement activity was determined. Data sources may include: Perkins requirements; Missouri School Improvement Program (MSIP) reports; approved program-specific standards and checklists; the district's Comprehensive School Improvement Plan (CSIP); the district's public report data; performance measures for career education programs; follow-up data on students enrolled in career education programs; labor market and community needs assessments; student interest surveys; surveys of employers of graduates of career education programs; advisory committee review of programs and recommendations; student satisfaction surveys; and/or information from administrative/board reviews or evaluation. Attach sheets as needed for additional activities.

Program Improvement Activities:	CSIP Standard Addressed	MSIP Standard Addressed	Activity Beginning Date	Activity Completion Date	Activity Implementation/Follow-Up Strategies and Dates	Estimated Cost of the Activity
Activity 1:						

Description of Need for Activity 1:

Activity 2:						
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Description of Need for Activity 2:

FINAL REPORT FORM B (Complete this form providing information for each funded program improvement activity. Make copies of this form as needed.)

	Provide a brief description of the knowledge gained as a result of participation in this program development activity.	Provide a brief summary of the effectiveness of incorporating into the program, the knowledge gained from the program development activity.	Explain briefly how this activity helped to achieve the Program Improvement Goal addressed.
<p>Program Improvement Activity:</p> <p>_____</p> <p>This program improvement activity focused on the following area(s). (Check all that apply):</p> <p> <input type="checkbox"/> Curriculum <input type="checkbox"/> Instructional Practices <input type="checkbox"/> Assessment <input type="checkbox"/> Leadership (Student) <input type="checkbox"/> (Teacher) <input type="checkbox"/> <input type="checkbox"/> Family and Consumer Sciences Content <input type="checkbox"/> Other </p> <p>Specify: _____</p>			
<p>Program Improvement Activity:</p> <p>_____</p> <p>This program improvement activity focused on the following area(s). (Check all that apply):</p> <p> <input type="checkbox"/> Curriculum <input type="checkbox"/> Instructional Practices <input type="checkbox"/> Assessment <input type="checkbox"/> Leadership (Student) <input type="checkbox"/> (Teacher) <input type="checkbox"/> <input type="checkbox"/> Family and Consumer Sciences Content <input type="checkbox"/> Other </p> <p>Specify: _____</p>			
Describe how information regarding Family and Consumer Sciences Education teaching, as a profession, was provided to students as required through Assurance #4:			
<div style="border: 1px solid black; height: 40px;"></div>			